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1904



Collegiate Department,  
Clark University,  
Worcester,  
Mass.

## STATUTES

AND

## Rules of Administration

OF THE COLLEGE.

1904.



COLLEGIATE DEPARTMENT  
CLARK UNIVERSITY

STATUTES  
AND  
RULES OF ADMINISTRATION  
OF THE COLLEGE

WORCESTER, MASS.  
PUBLISHED FOR THE COLLEGE.  
May, 1904.

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PRESIDENT OF THE COLLEGE.  
CARROLL D. WRIGHT, PH. D., LL. D.

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# STATUTES OF THE COLLEGE.

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## THE ESTABLISHMENT OF THE COLLEGE.

(Passed by the Board of Trustees, November 9, 1901.)

That there be, and is hereby, established in Worcester a college, which shall be the Collegiate Department of Clark University.

That the head of the college shall be known as the President of the Collegiate Department of Clark University, who, together with all officers of instruction and government thereof, shall be elected by this Board by ballot, and shall hold office at the pleasure of the Board, provided that the Board may appoint temporarily, or for fixed terms, such other instructors, officials, or agents as shall seem fit, and may at any time revoke such appointments.

## COURSE OF INSTRUCTION.

(Passed November 9, 1901.)

That the course of instruction in the Collegiate Department be such as to fit persons who have graduated from high and other preparatory schools, or shall be otherwise received, for usefulness, citizenship, and their work in life.

That the regular course of instruction in said college be three years, and that the classes be designated as freshmen, juniors, and seniors.

## CONDITIONS OF ADMISSION.

(Passed November 9, 1901.)

That, until otherwise ordered, the conditions of admission shall be as follows, subject to such further conditions as the President of the Collegiate Department may prescribe:

The applicant shall produce a certificate from the Principal of some High School in any city or town in New England, or any institution which shall be, in the opinion of the President of the college, of equal rank therewith, that he has graduated from such institution, is of good moral character, and, in the judgment of such Principal, fitted to enter upon the collegiate work.

Other applicants may be admitted upon passing such examinations as the President shall prescribe, and being found, in the opinion of the President, of equal attainment to persons entitled to such certificate.

## FACULTY.

(Passed November 9, 1901; amended April 22, 1904.)

That all professors, assistant professors, and instructors, with the President of the college, constitute the faculty of the college.

That the faculty shall hold meetings at frequent and stated times.

That the President shall preside at all meetings of the faculty, but in his absence, or when the office of President is vacant, the Dean shall preside, and in the Dean's absence the faculty may appoint one of its members to preside at its meeting.

The jurisdiction of the faculty shall include all mat-

ters relating to instruction, to individual deportment, and to questions of discipline.

That the several professors, instructors, and fellows in the university shall perform such duties in the college, and the several professors and instructors in the college shall perform such duties in the university, as may be prescribed by the trustees.

#### REPORT OF PRESIDENT AND FACULTY.

(Passed January 1, 1902.)

That the President make to the Trustees, annually, a report of the condition of all the departments, and have authority to require and receive from all instructors and officers of the college such reports as he may deem necessary.

#### COLLEGE DEGREES.

(Passed January 16, 1904.)

That the university will hereafter, when the proper time shall arrive, confer the degree of bachelor of arts at the close of the senior year upon such members of the Collegiate Department as its faculty may recommend, upon such terms and conditions and with such ceremonial as may hereafter be determined.

# **RULES OF ADMINISTRATION.**

**(ADOPTED BY THE FACULTY, APRIL 16, 1904,**

**AND**

**APPROVED BY THE BOARD OF TRUSTEES, APRIL 22, 1904.)**

RULES OF ADMINISTRATION,  
COLLEGIATE DEPARTMENT,  
CLARK UNIVERSITY,

ADOPTED BY FACULTY, APRIL 16, 1904.

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I. FACULTY MEETINGS.

Regular faculty meetings shall be held the Thursday before the fourth Friday of each month of the academic year. Special meetings may be held whenever the faculty or President may appoint. A special meeting shall be called by the secretary of the faculty whenever a written request to do so is presented to him signed by three members of the faculty.

II. COMMITTEES.

The President shall appoint such standing and special committees of the faculty as he shall deem necessary.

III. REGISTRATION.

Every student is expected to register on the first day of each academic year.

Changes in registration for the second semester must be reported to the Dean at the end of the Christmas recess, and final arrangement of courses, if different from the first semester, must be filed before the second semester opens.

#### IV. ATTENDANCE.

Each student is expected to be present at every exercise of his course, and is responsible for his attendance in each subject to the instructor in that subject.

It shall be the duty of each instructor to report at each monthly faculty meeting the individual record of each student in his courses. This report on the work of each individual student shall include a statement of the exact number of absences of the student, to which shall be added an estimate by the instructor reporting of the value and significance of such delinquencies.

#### V. RECORD OF STUDENTS' STANDING.

The success or failure of students shall be recorded on their subject cards in the Dean's office at the end of each year, or on the completion of a subject. This record shall be made in ink by the respective instructors in such a way as to indicate most characteristically each instructor's degree of approval.

Each student's card shall be open at all times to his own inspection and to that of any instructor. Each student is expected to maintain a constant interest in the current results of his work, and it shall be the unremitting aim of instructors to place every emphasis upon correct habits of work such as can be assured only by the best daily effort of which the student is capable.

It shall be the duty of the Dean to record on the back of the subject cards, under date of their occurrence, all votes or recommendations of the faculty regarding students, including action on petition from students; and it shall further be his duty to report at once to the student these acts of the faculty. When such report is a

warning or declaration of probation, it shall be accompanied by a written statement to the student showing the exact intent of the faculty.

## VI. EXAMINATIONS.

No part of the academic year shall be devoted to preparation for examinations by the general omission of regular college exercises. Examinations and reviews may be held as a part of the method of instruction. In examinations, as in other exercises of any course, the instructor is expected so to regulate the time requirements made of students as to avoid all encroachment upon other courses.

## VII. ADVANCED STANDING.

Admission to advanced standing for the bachelor's degree shall be upon such conditions as the faculty shall deem necessary to satisfy themselves that the candidate completes the equivalent of some group, and in no case shall a student be admitted as a candidate for the bachelor's degree on residence at the college of less than one year.

Students applying for advanced standing must present good reasons for leaving the college from which their credentials come; they must present such credits as they can, all of which shall be subject to verification by the character of the work done in this college in such a period of probation as the faculty shall decide upon in each case.

## VIII. SPECIAL STUDENTS.

There may be admitted as special students such persons as show an earnest desire to pursue particular

studies, but who, on account of age or for other reasons, are not eligible for admission as regular students, such persons to pay the full tuition fee and be subject to the rules governing regular students, but not to be considered as candidates for a degree.

## IX. ADVISERS.

Upon entrance to the college each student shall be assigned to an adviser, to whose advisory group he shall belong during his undergraduate residence at the college, unless transferred for good reason.

It shall be the duty of advisers to keep duplicates of the subject cards of the students constituting their advisory groups, which shall be kept corrected by comparison with the official cards. It shall be incumbent upon advisers to familiarize themselves both with these records and with the work of their students in all subjects in anticipation of records.

To further this purpose it shall be the duty of advisers to acquaint themselves as soon and as persistently as possible with all the details of scholarship, all conditions, and all impediments of the students in their advisory groups. Careful scrutiny of all the office records of an adviser's students is a necessity of the advisory function.

## X. CONTESTS WITH OTHER INSTITUTIONS.

(Adopted by the Faculty, February 2, 1903.)

Students of the college shall not engage in contests with the representatives of other institutions, nor in any public entertainment, excepting such as the faculty shall approve.

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COLORS OF THE COLLEGE.

(Adopted by the Faculty, March 26, 1903.)

It was voted to adopt scarlet and white as the college colors, and that these colors be used paley, a white stripe between two red ones.



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